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**CHECKLIST #0270 FOR THE APPROVAL OF:  
NAME CHANGE OF EXISTING NOTICE OF ACCEPTANCE BY SALES OF ASSETS**

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- ☐ A complete original (two sided) application from new owner;
- ☐ A non-refundable filing fee in the form of a check with the name of the applicant printed in the check in the amount in accordance with the current fee schedule for new applications;
- ☐ Letter from applicant specifically stating that they have legally purchased all the assets and requesting that a new NOA be issued under their name;
- ☐ Letter from owner of existing NOA containing the following statements:
  1. That they have legally sold all the assets of the NOA to the applicant,
  2. Request that the existing NOA be rescinded,
  3. That they no longer manufacture the product approved under the referenced NOA,
  4. That they have given up all rights to the referenced NOA, and
  5. That all the necessary machinery, equipment, and know-how used in the fabrication of the product used for the tests, which were the basis for obtaining the NOA, are being sold to the applicant;
- ☐ One set of the revised approval document, where the only change from the existing NOA approval document is to be the new name and address of the manufacturer; and
- ☐ A certified copy of the properly executed sales agreement listing all the assets, including all machinery and other equipment used in the fabrication of the product.

Revised: 06/19/02

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